

**LOUISIANA DEPARTMENT OF
TRANSPORTATION AND DEVELOPMENT**

**HOW TO COMPLETE A
POSITION DESCRIPTION (SF-3) FORM**

HUMAN RESOURCES SECTION

Summer 2006

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INTRODUCTION

What are SF-3's?

SF-3's are the official position description documents used by the Department of Civil Service and/or DOTD to allocate positions into the State Classified Service. The newly revised forms are SF-3 and SF-3.A. The traditional SF-3 form has been reduced from three pages to one. The SF-3 A is a new optional form that provides a consistent format for documentation of a variety of specific requirements and special pay information unique to positions.

Blank forms may be downloaded from DOTD's web site or the Civil Service web site:

DOTD's web site: <http://ladotnet>

Civil Service's web site: www.dscs.state.la.us

What are they used for?

The most important purpose of an SF-3 is to officially record the assignment of duties to a position.

Generally, SF-3's are used to:

- establish a new position,
- update an existing position's duties, or
- request that an existing position be reallocated to another job title.

SF-3's are also used as a basis for conducting meaningful job interviews and/or in the Performance Planning and Review process.

What is the difference between a position and a job?

For job evaluation and pay purposes, the Department of Civil Service defines a **position** as a collection of duties and responsibilities assigned to an individual employee. These are reported on an SF-3. A **job** is a group of positions that are very similar in their major duties, i.e., Mobile Equipment Operator 1 or Marine Engineer 1.

A **job specification**, unlike an SF-3, is a summary of the most important features of a job including the general nature or function of the work performed, examples of task responsibilities and minimum qualification requirements. This is sometimes referred to as a "class spec." (Refer to Appendix G)

What is a Master Job Description?

This is a single SF-3 covering three or more positions performing identical duty assignments, at the basic, entry or journeyman level of work. Advanced journeyman positions are not normally permitted to be on an MJD; however, exceptions may be granted. Master Job Descriptions alleviate administrative burden and unnecessary paperwork. (Refer to Appendix C.)

INTRODUCTION (Cont'd)

What is a Career Progression Group (formerly called a Training Series)?

Some jobs have been placed in a career progression group which provide for a gradual progression (i.e., entry to journeyman level through the levels) as employees gain experience and proficiency. The establishment of a career progression group allows appointing authorities to reallocate employees as they qualify for the higher level without submitting individual position descriptions for each level. Employees progress through a career progression group as they meet the minimum qualifications of the next level and satisfactorily perform the duties of the next higher level job in the training series. Some jobs also have structured training requirements which employees must also meet before progressing to the next level. Unless covered by an MJD, one SF-3 is required. Duty statements must reflect the position's duties at the highest level of the career progression group. Also, positions can be filled at any level within a career progression group. (Refer to Appendix D.)

RESPONSIBILITIES OF PERSONNEL PREPARING AND ACTING ON JOB DESCRIPTIONS

The appointing authority is responsible for:

- Certifying that SF-3's are current and accurate and that duty statements are not overstated.
- Ensuring that reporting relationships on SF-3's match actual organizational structure.
- Ensuring that SF-3's are used as the basis for conducting interviews and PPR's.
- Submitting SF-3's through proper channels and maintaining copies.

The supervisor is responsible for:

- Assigning and/or reassigning duties and explaining them to employees.
- Periodically reviewing SF-3's to ensure that current duties are reflected; revising SF-3's when additional, significant duties are assigned.
- Preparing official SF-3's for his/her employees or reviewing and certifying accuracy of SF-3's prepared by employees; maintaining a copy of SF-3's in an administrative file; providing a copy of the SF-3 to employees.
- Using SF-3's as basis for conducting interviews and PPR's.
- Explaining or clarifying the position's duties with Civil Service or HQ HR upon request.

The employee is responsible for:

- Recording the position's duties accurately on the SF-3 form; asking supervisor to clarify duty assignments and expectations as needed; maintaining copy of SF-3.
- Meeting expected performance standards.
- Sharing the responsibility with the supervisor to ensure that the SF-3 is current.
- Explaining or clarifying the duties to Civil Service or HQ HR upon request.
- Assisting supervisors and managers by reviewing SF-3's for clarity, completeness, and proper job title.
- Submitting SF-3's through the proper channels and maintaining copies.

Field HR is responsible for:

- Ensuring that all sections on the SF-3 are properly completed.
- Ensuring all required documents are attached (organization chart, duty statements, comments (if any), etc.).
- Ensuring that the SF-3 has all required signatures.
- Forwarding the SF-3 to HQ HR.
- Providing any additional information as requested by HQ HR.

HQ HR staff is responsible for:

- Systematically reviewing SF-3's on file to ensure currency and accuracy.
- Providing guidance and assistance to field staff to further ensure quality SF-3's.
- Conducting on-site or telephone audits as necessary.
- Preparing Master Job Descriptions for positions with numerous incumbents performing identical tasks (Refer to Appendix C for list of current MJD's).
- Allocating positions to delegated job titles or reviewing SF-3's to be submitted to Civil Service.

Civil Service classification analysts are responsible for:

- Reviewing SF-3's and allocating positions to the proper job title.
- Conducting position audits to obtain more information about positions.

HOW TO PREPARE AN SF-3
Instructions for Completing Items 1 Through 7
(Refer to SF-3's in Appendix A for examples.)

ITEM 1 – TYPE OF REQUEST

- Indicate the nature of the request by checking appropriate box or boxes.
- If the request is for a new position, list only the requested title.
- Check “5.3 Appeal” box only if the position has been affirmed (by DOTD or DCS) twice during the past twelve-month period.
- Indicate the current Job Title in the “Current Official Civil Service Job Title” Box.
- Indicate the Job Title you are requesting in the “Requested Official Civil Service Job Title” box.

For reallocations (Agency or Employee Appeals), incumbents must meet the minimum qualification requirements of the requested job.

- Check the “Employee Qualifies Box” to indicate that the incumbent qualifies to the best of your knowledge and submit a completed SF-10 (application) with the SF-3.

ITEM 2 – CODE NUMBERS

- Use appropriate six-digit job code numbers which can be found on Civil Service’s web site.
- For updates or appeals, include the “Position Number” which can be obtained from Field or HQ/HR (leave blank for New Position requests).

ITEM 3 – GENERAL INFORMATION

- Indicate employee’s name (last, first, middle) for filled positions.
- Indicate the Incumbent’s Area Code and Office Telephone Number. For new, vacant or positions without an office, indicate the area code and office telephone number of the immediate supervisor.
- For Department-Office-Division/Building-City-Parish
 - Refer to sample SF-3’s beginning on Page A-1 for recommended format.
 - Abbreviate information, if necessary.
- Identify appropriate Organizational ID/Division Unit Number by referring to reference chart beginning on Page B-1; ensure that the Section and Gang numbers are also shown in this area.
- Indicate the Name and Official Job Title of the Direct Supervisor (i.e., first-line supervisor shown on the organizational chart); if this position is vacant, indicate such. Do not list the second line supervisor in this section.
- Indicate the HQ HR Telephone Number – **(225) 379-1259**.

ITEM 4 – COMPARATIVE POSITIONS (Optional, but preferred when requesting reallocation.)

- Complete if management/employee is aware of similar positions which should be considered during analysis of the current position’s allocation; don’t list more than three positions.

Instructions for Completing Items 1 Through 7 (Cont'd)

ITEM 5 – SUPERVISORY ELEMENTS *(Complete for direct, first-line supervisory positions only; do not list Job Titles of employees over whom the position has “leadworker”, “functional” or “programmatic” authority.)*

Refer to Appendix F for types of supervision.

- Check all appropriate elements; check at least three mandatory elements.
- Indicate the number of positions directly supervised in the “Directly Supervises” box.
- Indicate the number of all other positions indirectly supervised (i.e., supervised through other first-line supervisors) in the “Indirectly Supervises” box. This does not include “functional” supervision.
- Indicate the total of both boxes in the “Total Supervised” box.
- The numbers listed should match the attached organizational chart.

ITEM 6 – DUTIES AND RESPONSIBILITIES

- This is the **most critical part** of the SF-3.
- Begin with a brief statement that summarizes the mission of the work unit where the position is located and the role of the employee who occupies the position in fulfilling that mission.
- Group individual tasks logically into several major functions or duty statements. List the most important duties first. Begin each duty statement with an action verb and organize duties in a logical manner to give concise description of the work performed.
- Estimate the percentage of time spent on each major function. (20% = one day per week, 5% = 2 hours per week. Anything less than 5% is probably incidental needs to be grouped within another function.) **PERCENTAGES MUST BE INCLUDED.** If percentages are not included, incumbents may not receive proper credit for experience and training ratings and/or evaluation of qualifications.
- Information that explains the scope and impact of the work (such as number of employees, budget figures, number of clients served, etc.) is also very helpful. If the position requires special licensure, police commission, knowledge of training, please list that information here and on the Optional SF-3A Form.
- When applicable, list equipment, machines or tools used to perform work.
- Specifically document the change(s) that occurred to the position or other reason(s) for updating the job duties or requesting a change in classification. If possible, give approximate date(s) that duties changed or were added.

ITEM 7 – SIGNATURE AND COMMENTS *(This Section is frequently overlooked; however, it is essential!)*

- Supervisor and Appointing Authority must always sign and date the SF-3 Form before submitting to HQ HR.
- Each person signing in Item 7 must also indicate whether they are attaching comments (yes or no boxes).
- The employee, supervisor and/or Appointing Authority may attach comments in order to clarify disputed statements, explain conflicts between management and the employee, or for general comments; note any discrepancies about duty statements here.

Instructions for Completing Items 1 Through 7 (Cont'd)

REQUIRED ATTACHMENTS (*SF-3 submitted without appropriate attachments will be returned without action*).

- A comprehensive organizational chart that shows all positions and reporting relationships in the unit where the subject position is located. Use official Civil Service job titles, position numbers and incumbent names. Be sure to include all filled and vacant positions.
- Statement of Duties and Responsibilities.
- Signature/Comments: If comments are indicated next to the signature blocks, please attach appropriate letter(s) or memo(s).

WRITING DUTY STATEMENTS

Key Facts About Position Allocation:

Position allocation **IS NOT** based on:

- volume of work
- quality of work
- value of employee to DOTD
- length of employee's service
- probable loss of employee to a better position

Position allocation **IS** based on:

- the kind of work performed
- the level of difficulty and/or responsibility of the work performed
- the knowledge, skill and abilities required to do the work
- the number/level of direct subordinates and/or total staff

CAUTION: THE SUBMITTAL OF FALSE STATEMENTS ON POSITION DESCRIPTIONS IS A VIOLATION OF CIVIL SERVICE RULES. VIOLATORS MAY BE SUBJECT TO DISCIPLINARY ACTION, INCLUDING TERMINATION!

HQ HR and/or Civil Service may conduct desk audits at their discretion to determine accuracy of statements.

USEFUL ACTION WORDS/TERMS

Act:	To carry out a purpose.
Administer:	To manage or direct the application or execution of something.
Apply:	To put into use.
Arrange:	To place in proper order.
Assemble:	To collect in a predetermined order, or to fit together the parts of.
Assist:	To help or aid.
Attach:	To fasten or connect.
Batch:	To group into a quantity for one operation.
Collaborate:	To work or act jointly with others.
Collect:	To gather or assemble facts, data, etc.
Compile:	To put together from several sources.
Coordinate:	To place in same order, class, or rank; to arrange or plan meetings or events.
Correct:	To make right.
Direct:	To carry out the organizing/supervising of a task.
Disassemble:	To take apart.
Establish:	To set up.
Examine:	To investigate.
Expedite:	To speed up movement or progress; remove obstacles.
Facilitate:	To make easy or less difficult.
Feed:	To supply material to a machine.
Follow-up:	To check the progress of.
Furnish:	To provide, supply, or give.
Implement:	To carry out or perform a specific program or policy.
Initiate:	To begin or introduce.
Inspect:	To examine carefully and critically.
Inventory:	To count and make a list of items.
Interpret:	To represent or render the meaning of.
Itemize:	To set down in detail.
Maintain:	To keep in working condition.
Make:	To cause to exist.
Measure:	To determine length, size, quantity, etc.
Notify:	To inform.
Operate:	To conduct or perform activity; to be the primary user of a piece of equipment.
Organize:	To put in systematic form.
Perform:	To accomplish.
Process:	To handle in accordance with prescribed procedures.
Provide:	To supply for use.
Purchase:	To buy.
Record:	To make a record of.
Requisition:	To make a request or order.
Report:	To furnish information or data either by written documentation or oral presentation.
Revise:	To make a new or up-to-date version.
Schedule:	To plan a timetable, set specific times for.

TIPS FOR WRITING CLEAR POSITION DESCRIPTIONS

- Be concise, objective and realistic.
- In the Function Statement, include any specialized training requirements, license, knowledge, skills and abilities. Also include the type of supervision received (e.g., immediate, general, broad, etc.), and the type of supervision exercised over other personnel.
- Make duty statements gender neutral; don't say "I", "He", "She".
- Be sure to include the essential functions, duties and responsibilities.
- **Be sure to include percentages!**
- Group closely related tasks to avoid minute (less than 5%) percentages of time individual tasks are performed.
- Describe the duties and responsibilities rather than provide details on how to perform them.
- Focus on the outcome of a task rather than how to do each part of the task.
- Ensure that the duties reflect current, not past or future, characteristics of the job.
- Indicate the level or extent of authority to accomplish the tasks.
- Use simple words with clear meanings.
- Avoid abbreviations or jargon; explain any acronyms used (e.g., ITS = Intelligent Transportation Systems)
- Use "action verbs" in the present tense.
- Include end results and any specific measures of performance.
- Include any unusual demands of the job (e.g., frequent overtime, heavy lifting of 50 lbs.).
- Include, if appropriate, a statement that the employee is required to perform any other duties assigned by the supervisor (e.g., 5% may perform additional duties as assigned).
- For positions exercising leadworker, functional or regulatory supervision, Item 6 should clearly explain the authority the employee has over other employees. (Leave Item 5 blank.)
- Explain words such as "coordinate," "oversee," "manage," and/or "prepare."

POSITION DESCRIPTION WRITING CHECKLIST

HAVE I DONE THIS?		YES	NO
1.	Is a brief function statement given to explain the overall purpose of the job?		
2.	Is each major function or duty described?		
3.	Are percentages included? Is a separate percentage given for any time spent supervising others?		
4.	Are all significant facts about the work included?		
5.	Should more examples be cited to make the meaning of individual statements clearer?		
6.	Are the statements in the description accurate?		
7.	Are any generalized statements explained?		
8.	Are any specialized terms used that will tend to confuse the reader? If so, be sure they are explained.		
9.	Is the description too long? Be sure to eliminate: (a) any discussion of personal education and experience; (b) too detailed explanations of work procedures; (c) any discussion of work not done personally (e.g., work by other employees in the unit); (d) any repetition of material.		
10.	Is there any overlap between this description and other descriptions in your unit? If so, eliminate the overlap or explain it in the description.		
11.	Are you about to change the way this position will function? If so, discuss this with the HQ HR Compensation Unit Staff before submitting the description.		

SF-3 FREQUENTLY ASKED QUESTIONS

WRITING SF-3'S

1. Q. How detailed should an SF-3 be?
A. SF-3's should be from one to five pages depending on the subject matter. Positions within a specialty series can be shorter.
2. Q. Does it matter in what order duties are reported?
A. We prefer that duties be grouped into sub-headings of related duties with the most important or highest volume (if of equal importance) duties first.
3. Q. Should the employee write their SF-3?
A. Employees should read and sign their SF-3. Duties are assigned by management. However, employees may be asked to report duties being performed for management review. Employees may be requested to rewrite SF-3's if duties have changed.

REALLOCATIONS VERSUS NEW POSITIONS

1. Q. How does HR/CS decide when a reallocation will be declared a new position?
A. New positions are declared to encourage competition for a promotion. Adding duties to an existing position which results in HR/CS agreeing to change the job title will usually be declared a new position in the following cases: movement from sub-professional to professional; non-supervisory to supervisory; non-law enforcement to law enforcement, and movements three (3) Pay Scale levels or more.
2. Q. What happens when an agency removes duties from a position which results in allocation to a lower Pay Scale level?
A. Usually HR/CS will declare a new position to be filled by a "bumping layoff". If no lateral bump is available, or the employee lacks seniority, the employee may request (in writing) a downward reallocation in order to protect their current rate of pay.

ACTUAL VERSUS REPORTED DUTIES

1. Q. If HR/CS discovers a substantial discrepancy between the duties actually being performed as opposed to those reported on the SF-3, how is this resolved?
A. HR/CS decides if the difference is enough to change the allocation. A desk audit may be performed to obtain more information.

If yes, an updated SF-3 is required. IN RARE CASES, AN INVESTIGATION IS INITIATED TO PURSUE "FALSIFICATION OF DUTY STATEMENTS" in accordance with General Circular 1047.

WRITING SF-3'S (Cont'd)

2. Q. If an agency disputes duties the employee claims, how is this resolved?
- A. The Appointing Authority may attach comments to the SF-3 which the employee must be given an opportunity to review/respond to. HR may conduct a desk audit of the employee and supervisor (and in some cases, coworkers) to verify duty statements. Minor discrepancies can be resolved with an updated SF-3. If the employee assumed duties without the approval of management, allocation is based on the officially reported duties. HR works with both the employee and the Appointing Authority to arrive at a viable solution.
-

APPENDIX A

Sample SF-3's

POSITION DESCRIPTION

CHIEF OF COMPENSATION
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111

CIVIL SERVICE AGENCY USE ONLY	<input type="checkbox"/> AFFIRMED <input type="checkbox"/> JOB CORRECTION <input type="checkbox"/> RETURNED W/O ACTION	<input type="checkbox"/> NEW POSITION <input type="checkbox"/> REALLOCATED Up Down Lateral	APPROVED AS: YES NO MASTER <input type="checkbox"/> <input type="checkbox"/> TRAINING <input type="checkbox"/> <input type="checkbox"/>	LOG NUMBER – CIVIL SERVICE
OFFICIAL ALLOCATION				OFFICIAL JOB CODE
EFFECTIVE DATE	CONSULTANT	SUPERVISOR	COMMENTS	ASSIGNED CONSULTANT / AGENCY

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, see instruction sheet, "Required Attachments," Item 4.

- ☒ NEW POSITION ESTABLISHED ☐ UPDATE ☐ MASTER ☐ TRAINING SERIES
☐ AGENCY APPEAL ☐ EMPLOYEE APPEAL ☐ 5.3 APPEAL ☐ JOB CORRECTION

2 CODE NUMBERS

POSITION NUMBER (ISIS-HR)

POSITION NUMBER (AGENCY)

CURRENT OFFICIAL JOB TITLE	Pay Level	CURRENT OFFICIAL JOB CODE
REQUESTED OFFICIAL JOB TITLE Engineering Technician 7	Pay Level TS-312	REQUESTED OFFICIAL JOB CODE 166250

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST, MIDDLE	EMPLOYEE QUALIFIES FOR JOB <input type="checkbox"/> Yes <input type="checkbox"/> No	AREA CODE – OFFICE TELEPHONE
DEPARTMENT – OFFICE – DIVISION / BUILDING – CITY - PARISH DOTD – Office of Engineering & Operations – District 02 – Bridge City – St. Bernard (44)	PERSONNEL AREA / ORGANIZATION ID NUMBERS 070027600/02/202	
DIRECT SUPERVISOR'S NAME John Q Projectengineer	OFFICIAL TITLE OF SUPERVISOR Engineer 5 DOTD	HUMAN RESOURCES TELEPHONE (225) 379-1259

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART **MUST** BE ATTACHED.

- ☒ DETERMINES WORK ASSIGNMENTS ☒ RECOMMENDS HIRING/PROMOTIONS ☒ TRAINS STAFF
☒ REVIEWS AND APPROVES WORK ☒ EVALUATES PERFORMANCE ☒ APPROVES LEAVE

NUMBER OF STAFF SUPERVISED	
5	DIRECTLY SUPERVISES
0	INDIRECTLY SUPERVISES
5	TOTAL SUPERVISED

6 DUTIES AND RESPONSIBILITIES

Attach on a separate sheet. Please refer to Position Description Instruction Sheet for guidelines.

7 SIGNATURES

I certify that the information in this document and required attachments is true and correct to the best of my knowledge.

EMPLOYEE	DATE	Comments Attached <input type="checkbox"/> YES <input type="checkbox"/> NO
DIRECT SUPERVISOR John Q. Projectengineer	DATE 1-1-03	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
APPOINTING AUTHORITY (Indicate Title) Jim D. Districtadministrator Engineer 9 DOTD	DATE 1-1-03	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Check to indicate attachments. If appropriate documentation is not included, this position description will be returned to the agency Human Resources Office without action.

- ☒ Organizational Chart ☒ Duties / Responsibilities ☐ Comments ☐ MJD Position Numbers

White – Civil Service

Canary – Agency

Pink – Employee

JOB RESPONSIBILITIES:

Assists the Project Engineer (Engineer 5 DOTD) in the activities of the Project Engineer's office located in Anytown by supervising a team of engineering technicians engaged in construction inspection duties. Is responsible for assuring high quality construction work in accordance with plans, specifications and special provisions. Incumbent may be required to performed duties in extreme conditions such as rain, cold or heat and may be required to use a state vehicle for Parish-wide travel. Incumbent may also be required to lift items up to 45 lbs. Structured training requirements must be met and maintained.

50% Supervises a team of employees engaged in inspection of construction projects, (slope and grade on bridges, such as new or existing port facilities, roadways, levees, canal banks and other structures), installation of cement or galvanized drainage pipes, etc. Determines work assignments, reviews and approves work, recommends hiring, promotions, merit increases, disciplinary actions, evaluates performance (conducts PPR's), trains and/or schedules the training of staff, approves leave and work schedules. Monitors and/or oversees subordinate personnel engaged in monitoring the work of contracted personnel for compliance with plans and specifications. Prepares necessary work reports as required.

20% Computes and checks earthwork quantities, computation sheets, cross sections, related field books, haul diagram, benchmark forms and other data to determine that quantities have been computed according to specifications, plans, and special provisions established by the agency. Reviews the computations of subordinates and/or contracted personnel; insures accuracy of figures and timeliness of reports.

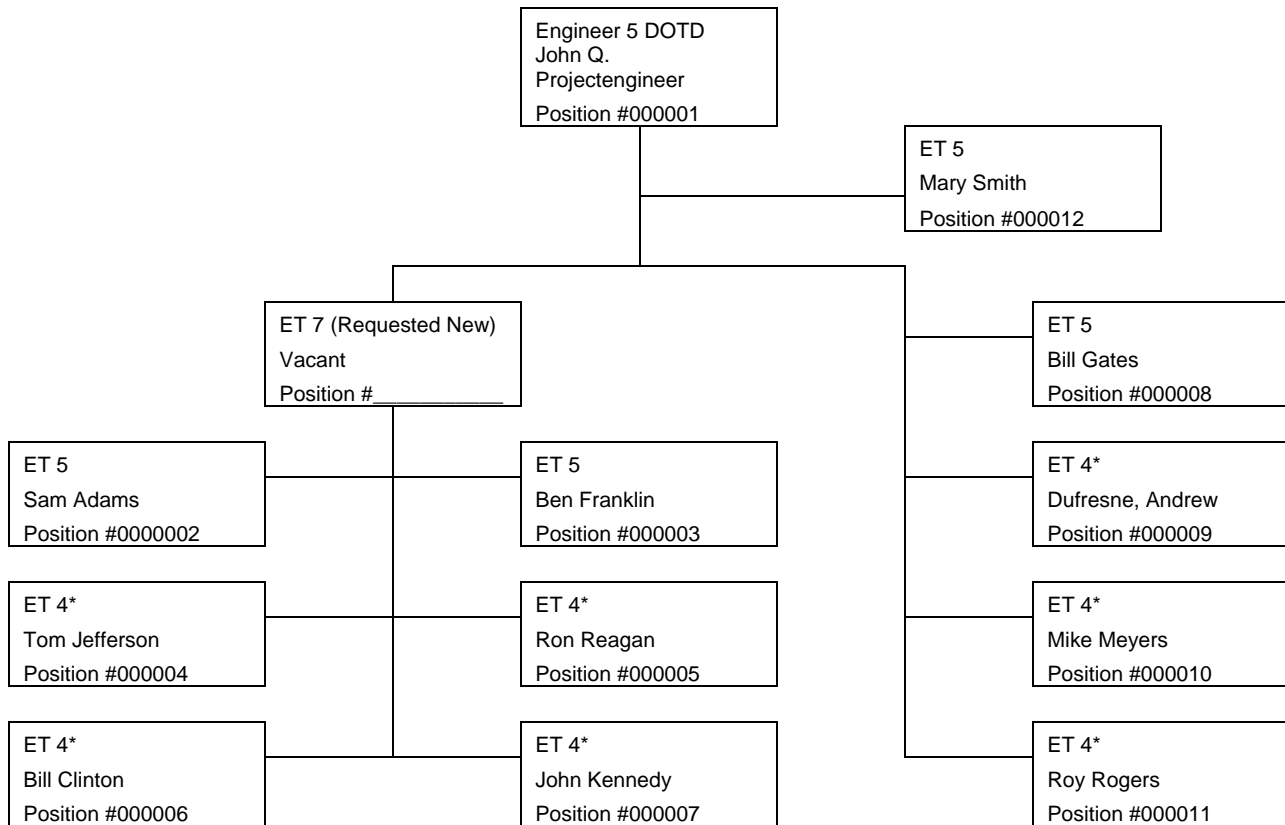
15% Instructs subordinates in inspection for quality and quantity of materials and the methods of removal and placement of materials. Ensures that subordinates are trained in the proper use of equipment and supplies. Keeps accurate inventory (quantity and quality) of equipment and supplies; requests additional materials, supplies, and/or equipment as needed.

10% Provides contractors, and other interested parties with project-related information as requested/required.

5% May perform additional duties as necessary to ensure the smooth and efficient operation of the Anytown Project Engineer's Office.

DISTRICT 02

ST. BERNARD PROJECT ENGINEER'S OFFICE



* Positions in training series should always be listed at the cap of the training series regardless of the level of the incumbent.

POSITION DESCRIPTION

CHIEF OF COMPENSATION
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111

CIVIL SERVICE AGENCY USE ONLY				<input type="checkbox"/> AFFIRMED <input type="checkbox"/> JOB CORRECTION <input type="checkbox"/> RETURNED W/O ACTION	<input type="checkbox"/> NEW POSITION <input type="checkbox"/> REALLOCATED Up Down Lateral	APPROVED AS: YES NO MASTER <input type="checkbox"/> <input type="checkbox"/> TRAINING <input type="checkbox"/> <input type="checkbox"/>	LOG NUMBER – CIVIL SERVICE
OFFICIAL ALLOCATION						OFFICIAL JOB CODE	
EFFECTIVE DATE	CONSULTANT	SUPERVISOR	COMMENTS			ASSIGNED CONSULTANT / AGENCY	

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, see instruction sheet, "Required Attachments," Item 4.

- ☐ NEW POSITION ESTABLISHED ☒ UPDATE ☐ MASTER ☐ TRAINING SERIES
☐ AGENCY APPEAL ☐ EMPLOYEE APPEAL ☐ 5.3 APPEAL ☐ JOB CORRECTION

2 CODE NUMBERS

POSITION NUMBER (ISIS-HR)
50345678

POSITION NUMBER (AGENCY)
345678

CURRENT OFFICIAL JOB TITLE Mobile Equipment Operator 2/Heavy	Pay Level WS-214	CURRENT OFFICIAL JOB CODE 102890
REQUESTED OFFICIAL JOB TITLE	Pay Level	REQUESTED OFFICIAL JOB CODE

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST, MIDDLE Dozer, Michael Bull	EMPLOYEE QUALIFIES FOR JOB <input type="checkbox"/> Yes <input type="checkbox"/> No	AREA CODE – OFFICE TELEPHONE (555) 555-5555
DEPARTMENT – OFFICE – DIVISION / BUILDING – CITY - PARISH DOTD – Office of Engineering & Operations – District 04 – Castor – Bienville (07)	PERSONNEL AREA / ORGANIZATION ID NUMBERS 070027600/04/720	
DIRECT SUPERVISOR'S NAME Bubba S. Foreman	OFFICIAL TITLE OF SUPERVISOR Highway Foreman 1	HUMAN RESOURCES TELEPHONE (225) 379-1259

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART **MUST** BE ATTACHED.

- ☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF
☐ REVIEWS AND APPROVES WORK ☐ EVALUATES PERFORMANCE ☐ APPROVES LEAVE

NUMBER OF STAFF SUPERVISED

	DIRECTLY SUPERVISES
	INDIRECTLY SUPERVISES
	TOTAL SUPERVISED

6 DUTIES AND RESPONSIBILITIES

Attach on a separate sheet. Please refer to Position Description Instruction Sheet for guidelines.

7 SIGNATURES

I certify that the information in this document and required attachments is true and correct to the best of my knowledge.

Comments Attached	
EMPLOYEE	DATE <input type="checkbox"/> YES <input type="checkbox"/> NO
DIRECT SUPERVISOR Bubba S. Foreman	DATE 1-15-03 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
APPOINTING AUTHORITY (Indicate Title) Bill Bossman Engineer 9 DOTD	DATE 1-17-03 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Check to indicate attachments. If appropriate documentation is not included, this position description will be returned to the agency Human Resources Office without action.

- ☒ Organizational Chart ☒ Duties / Responsibilities ☐ Comments ☐ MJD Position Numbers

White – Civil Service

Canary – Agency

Pink – Employee

JOB RESPONSIBILITIES:

Function Statement:

The primary purpose of this position is to operate heavy mobile equipment to accomplish transportation, maintenance, and/or construction tasks.

65% The main equipment operated by the incumbent of this position is truck mounted P&H crane.(P&H truck #210-382- this equipment is rated at 44 tons lifting capacity.) This crane may be used to drive piling, excavate borrow pits and lift heavy loads. In the case of breakdown, the operator is shifted to other heavy equipment as required by MEO 2/Heavy criteria such as 44,360 lb track back hoe. Track back hoes are sold by weight – 44,360 is a large back hoe. The incumbent of this position may be required to operate a Komatsu Dozer D41E or an 1150 Case dozer.

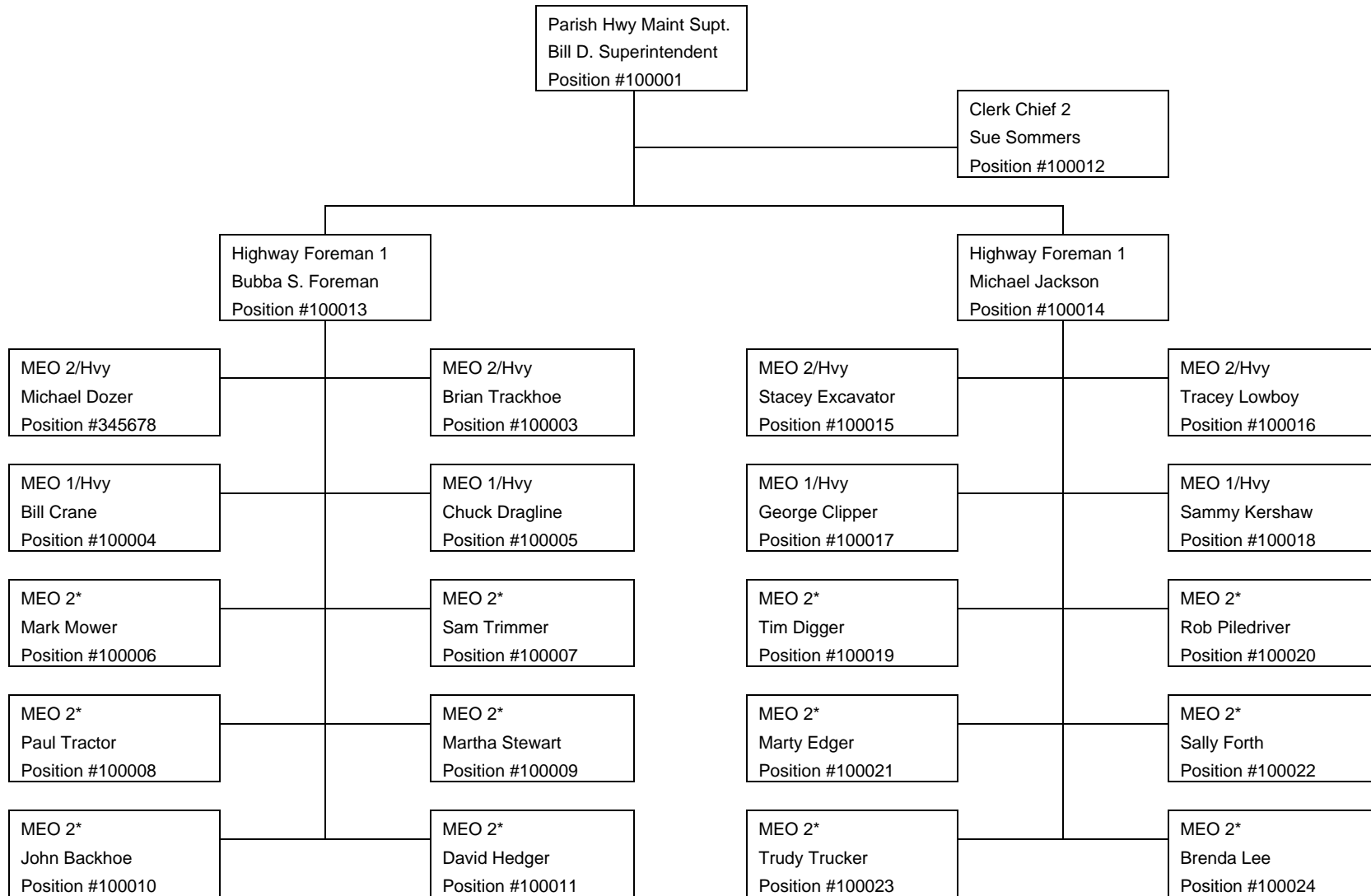
10% The incumbent of this position may be required to operate any of the following equipment depending on the job at hand: truck mounted grade-all type excavators, truck or track mounted cranes, draglines, backhoes, pile drivers, clamshells, load-hooks, bulldozers and land clearing equipment such as the Kershaw clearing, cutting and chipper.

10% The incumbent of this position is also required to move from one work location to another by loading, hauling or towing the equipment listed above. May be required to drive tractor-trailer rig or diesel dump truck trailer during the relocation of the equipment.

10% May serve as a foreman or leader in directing such operations as pipe laying, pipe joint reattachment, erosion repair or the rigging or loading of tanks, bridge members or any heavy loads.

5% Service, maintains and cleans equipment in order to ensure proper working order of all assigned equipment. Assists mechanics in making minor repairs as needed.

**DISTRICT 04
CADDO PARISH
PARISH HIGHWAY MAINTENANCE UNIT**



* Positions in training series should always be listed at the cap of the training series regardless of the level of the incumbent.

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

☒ This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

☒ This position requires a driver's license: ☒ A/B/C ☐ D ☐ E
Class A CDL

☐ This position has the following special requirements:

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

☐ This position involves shift work: ☐ night / ☐ evening / ☐ rotating

☐ There is special shift pay for this position: _____

☐ There is premium pay for this position: _____

☐ There is on-call pay for this position: _____

☐ This position has a Special Entrance Rate (SER): _____

☐ There is a base supplement for this position. List percentage _____

☐ This position is FLSA Status Exempt

☒ This position is FLSA Status Non-Exempt

☐ This position participates in a training series. Cap of series is _____

☐ This position has other special pay/working conditions:

May be required to work in inclement weather such as rain, extreme heat or cold. Must also be able to lift equipment and/or materials of 50 lbs or greater.

POSITION DESCRIPTION

CHIEF OF COMPENSATION
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111

CIVIL SERVICE AGENCY USE ONLY				<input type="checkbox"/> AFFIRMED <input type="checkbox"/> JOB CORRECTION <input type="checkbox"/> RETURNED W/O ACTION	<input type="checkbox"/> NEW POSITION <input type="checkbox"/> REALLOCATED Up Down Lateral	APPROVED AS: YES NO MASTER <input type="checkbox"/> <input type="checkbox"/> TRAINING <input type="checkbox"/> <input type="checkbox"/>	LOG NUMBER – CIVIL SERVICE
OFFICIAL ALLOCATION							OFFICIAL JOB CODE
EFFECTIVE DATE	CONSULTANT	SUPERVISOR	COMMENTS			ASSIGNED CONSULTANT / AGENCY	

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, see instruction sheet, "Required Attachments," Item 4.

- ☐ NEW POSITION ESTABLISHED ☐ UPDATE ☐ MASTER ☐ TRAINING SERIES
☒ AGENCY APPEAL ☐ EMPLOYEE APPEAL ☐ 5.3 APPEAL ☐ JOB CORRECTION

2 CODE NUMBERS

POSITION NUMBER (ISIS-HR)

00123456

POSITION NUMBER (AGENCY)

123456

CURRENT OFFICIAL JOB TITLE

Administrative Coordinator 2

Pay Level

AS 607

CURRENT OFFICIAL JOB CODE

168050

REQUESTED OFFICIAL JOB TITLE

Administrative Coordinator 3

Pay Level

AS 609

REQUESTED OFFICIAL JOB CODE

168060

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST, MIDDLE

Support, Clerica L.

EMPLOYEE QUALIFIES FOR JOB

☒ Yes ☐ No

AREA CODE – OFFICE TELEPHONE

(225) 555-5555

DEPARTMENT – OFFICE – DIVISION / BUILDING – CITY - PARISH

DOTD – Maintenance Division – HQ – Baton Rouge, EBR (17)

PERSONNEL AREA / ORGANIZATION ID NUMBERS

070027600/42/001

DIRECT SUPERVISOR'S NAME

Bill Safetyengineer

OFFICIAL TITLE OF SUPERVISOR

Engineer 6 DOTD

HUMAN RESOURCES TELEPHONE

(225) 379-1259

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY
Sally Smith	123457	Administrative Coordinator 3/DOTD

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED.

NUMBER OF STAFF SUPERVISED

- ☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF
☐ REVIEWS AND APPROVES WORK ☐ EVALUATES PERFORMANCE ☐ APPROVES LEAVE

0	DIRECTLY SUPERVISES
0	INDIRECTLY SUPERVISES
0	TOTAL SUPERVISED

6 DUTIES AND RESPONSIBILITIES

Attach on a separate sheet. Please refer to Position Description Instruction Sheet for guidelines.

7 SIGNATURES

I certify that the information in this document and required attachments is true and correct to the best of my knowledge.

Comments Attached

EMPLOYEE

Clerica L. Support

DATE

1/20/03

☒ YES ☐ NO

DIRECT SUPERVISOR

Bill Safetyengineer

DATE

1-21-03

☒ YES ☐ NO

APPOINTING AUTHORITY (Indicate Title)

I. M. Incharge

Engineer 8 DOTD

DATE

1-23-03

☐ YES ☒ NO

Check to indicate attachments. If appropriate documentation is not included, this position description will be returned to the agency Human Resources Office without action.

- ☒ Organizational Chart ☒ Duties / Responsibilities ☒ Comments ☐ MJD Position Numbers

White – Civil Service

Canary – Agency

Pink – Employee

JOB RESPONSIBILITIES:

This position is responsible for preparing, assembling, distributing, maintaining and tracking construction proposals and contracts for the statewide Contract Maintenance Program. Annual contracts – @ 95 totaling about \$25 million; annual city agreements - @205 totaling \$5 million.

35% Using Microsoft WORD, electronically prepares construction proposals and contracts for the statewide Contract Maintenance Program. Prints and assemble proposals and contracts and sends to Reproduction for copies, receives requested copies from Reproduction and disseminates copies to appropriate personnel. Using Microsoft EXCEL, develops and maintains tracking spreadsheets of all Proposed Work Data Forms (Form 582) and Plan Changes received by the Headquarters Maintenance Division. Transmits approved Form 582's back to the initiator.

25% Using Visual Info automated filing software, scans documents such as Contract Maintenance documents, Maintenance Mowing documents, and City Maintenance Agreement documents into the software. Enters "indexing" parameters (identifying fields) into the Visual Info software. Assists in the development of the "indexing" parameters for scanned documents. This software will eliminate the need for "paper copies" of documents and will eventually be accessible statewide. Incumbent will have the responsibility for maintenance of this system and for addressing problems users may incur.

20% Using Microsoft WORD and EXCEL, prepares, maintains, calculates amounts, and transmits municipal mowing and traffic signal agreements statewide. Maintains and prepares status and tracking reports for City Maintenance Agreements. Such reports include information such as the name of the City or Village, Mayor's names, approval status, and renewal status.

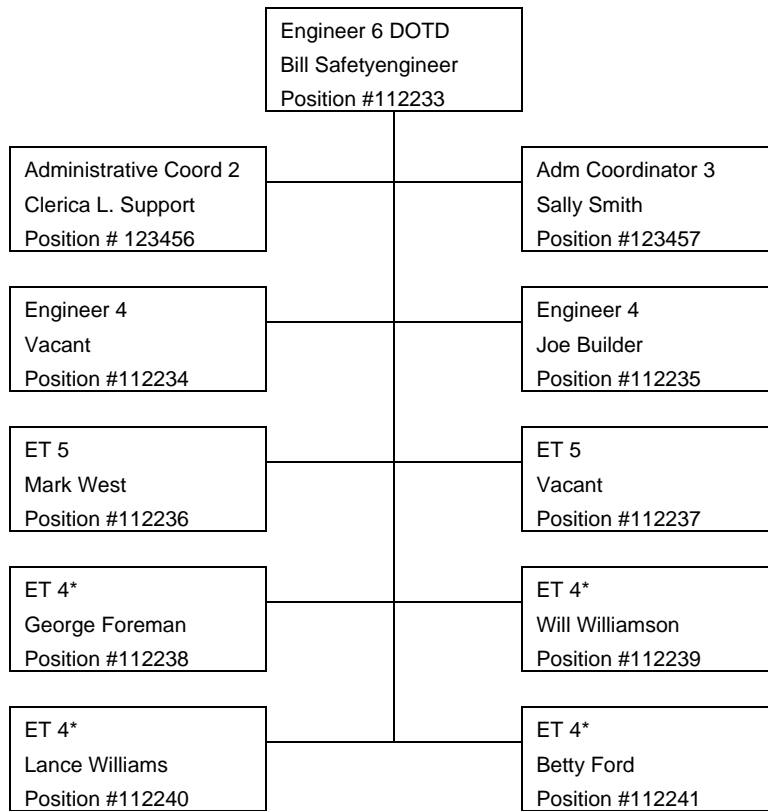
10% Contracts and is contacted by officials such as Police Jurors, Mayors, etc., to address questions and concerns about Contract Maintenance Program, Maintenance Mowing Contracts and Agreements, and City Maintenance Agreements.

5% Screen telephone calls, visitors, and incoming correspondence for the Roadway Maintenance Engineer (DOTD Engineer Program Manager). Independently composes and prepares routine correspondence for the Roadway Maintenance Engineer's signature. Schedules appointments and makes meeting arrangements as directed by the Roadway Maintenance Engineer.

5% Plans, schedules, and chairs section-wide monthly meetings with section clerical personnel to discuss section's workload and other pertinent information.

SECTION 42

CONTRACT MAINTENANCE UNIT



* Positions in training series should always be listed at the cap of the training series regardless of the level of the incumbent.

Comments of Employee

I am requesting this upgrade because over the past year, my duties and responsibilities have increased significantly. I have taken on more responsibility and have started to perform duties similar in scope to those of Ms. Sally Smith who is an Administrative Coordinator 3. Because Ms. Smith and I are performing the same level of work, I believe my position should be the same title and level.

Thank you,

Clerica L. Support

Clerica L. Support

Comments of Direct Supervisor

I have gradually assigned Ms. Support more responsible duties over the past year, as she has proven herself capable of handling the more challenging assignments. She is a tremendous help to my unit and I would not be able to accomplish many of my projects without her assistance. She has great organizational skills and is able to handle many projects at the same time. She is performing duties similar in scope, complexity and responsibility to Ms. Smith and I would like for Ms. Support to be allocated at the same title and level. Thank you for your consideration of this request.

Thank you,

Bill Safetyengineer

Bill Safetyengineer

ORG CHART HELPFUL HINTS

- In light of DOTD's goal to flatten the organization, one-on-one reporting relationships are strongly discouraged. (A one-on-one reporting relationship exists when a supervisor has only one direct report.) Therefore, please ensure that all supervisors maintain at least two direct reports.

APPENDIX B

List of Organizational ID's/Offices/Sections

ORGANIZATIONAL ID/DIVISION UNIT NUMBER

Organizational ID	Office/Division/Section Name	Section/District No.
070027300	Office of the Secretary	01
	Deputy Secretary	01
070027300	Public Affairs	01
	Confidential Assistant	01
	Compliance Programs	37
	General Counsel	47
	Office of Management & Finance	10
	Management Consultant	10
	Budget Section	38
	Accounting Services	15
	Audit and Quality Control	31
	Human Resources	16
070027600	Legal	47
	Information Technology	13
	Procurement	14
	Business Services	26
	Office of Planning & Programming	12
	Data Collection & Analysis	21
	Highway Safety	82
	Trans. Planning	85
	Office of Engineering	
	Chief Engineer	53
	Environmental	28
	Project Management Division	34
	LTRC Division	53
	Research & Development	19
	Materials & Testing	22
	Tech Transfer & Training	33
	Project Development Division	53
	Right-of-Way	23
	Utilities	23
	Location & Survey	30
	Road Design	24
	Design Squads	24
	Hydraulics	24
	Bridge Design	25
	Design Squads	25
	Pavement & Geo-technical	25
	Contract Services	80
	Contracts & Specifications	80
	Consultant Contracts	80
	Project Control	80

Organizational ID	Office/Division/Section Name	Section/District No.
070027600	Traffic Engineering Division	
	Traffic & Geometric Design	27
	Traffic Engineering Development	77
070027600	Construction Division	53
	Systems Construction	40
	Structural Construction	40
	Claims Audit	40
	Systems Engineering Division	53
	Weights & Standards	44
	Weight Enforcement	44
	Truck Permits	43
070027600	Office of Operations	55
	Bridge City	02
	Lafayette	03
	Shreveport	04
	Monroe	05
	Lake Charles	07
	Alexandria	08
	Chase	58
	Baton Rouge	61
	Hammond	62
	CCCD	59
	Maintenance Management	42
	DOTD Emergency Service Coordination	55
	Road Maintenance	42
	Highway/Rail Safety	42
	Landscape Architect	42
	Central Repair Shop	42
	Fleet Management	42
	Structures & Facilities Maintenance	51
	Fleet and Movable Bridges Maint.	51
	Traffic Engineering & Services	45
	Safety & Compliance Training	50
	ITS	56
070027500	Office of Public Works & Intern'l Trans.	63
	Public Works & Water Resources	64
	Water Resources – Studies & Regs.	64
	Port & Flood Control	64
	Federal Project	64
	Water Resources – Design & Dev.	64
	Public Transportation & Rail	81
	Aviation	88
	Offshore Terminal Authority	49
070081300	Sabine River Authority	60/76
	Red River Waterway Comm.	

APPENDIX C

Master Job Description List

MASTER JOB DESCRIPTION (MJD) LIST

MJD #	CS JOB CODE	CIVIL SERVICE JOB TITLE	TRAINING SERIES	EFFECTIVE DATE	DIST/SECT	GANG NUMBER(S)
012	140470	ACCOUNTING SPECIALIST 2 (MONEY COUNTERS)	Y	07/01/03	SECTION 59	001
015	140470	ACCOUNTING SPECIALIST 2 (PURCHASING UNIT)	Y	07/01/03	SECTION 59	001
014	140470	ACCOUNTING SPECIALIST 2 (TOLL TAG OFFICE)	Y	07/01/03	SECTION 59	001
010	139340	ACCOUNTING TECHNICIAN	N	07/08/02	SECTION 15	001
310	168050	ADMINISTRATIVE COORDINATOR 2 (Previously Clerk 4)	Y	01/17/05	DISTRICT 02	001 & 002
308	168050	ADMINISTRATIVE COORDINATOR 2 (Previously Stock Clerk 2)	Y	01/17/05	SECTION 42	009
309	168050	ADMINISTRATIVE COORDINATOR 2 (Previously Stock Clerk 2)	Y	01/17/05	ALL DISTRICTS & SECTION 45	
316	168060	ADMINISTRATIVE COORDINATOR 3 (Previously Clerk Chief 2 - Parish District-Wide Clerk, Bridge, Business Office & Shop Clerk)	N	01/17/05	ALL DISTRICTS	001, 071, 500'S 700'S
013	158540	AUDITOR 3	Y	04/22/02	SECTION 31	001
802	128680	BRIDGE OPERATOR 2	Y	03/18/98	ALL DISTRICTS	
502	141920	BRIDGE TOLL COLLECTOR	N	09/11/90	SECTION 59	006
704	100300	CUSTODIAN 1	N	09/12/95	SECTION 59	005
705	100270	CUSTODIAN 2 (CAP OF TRAINING SERIES)	Y	05/26/03	DISTRICT 02	001 & 701
116	151990	DISTRICT SIGN SPECIALIST 2	Y	02/28/01	ALL DISTRICTS	500'S 700'S
315	158290	DOTD LOSS PREVENTION OFFICER 3	Y	03/03/03	SECTION 50	002
702	128770	ELECTRICIAN (TRADES APRENTICE IS ENTRY LEVEL IN TRAINING SERIES)	Y	08/25/99	ALL DISTRICTS	
709	128770	ELECTRICIAN (TRADES APRENTICE IS ENTRY LEVEL IN TRAINING SERIES)	Y	03/22/96	SECTION 59	007
710	155150	ELECTRICIAN SPECIALIST	Y	04/26/04	SECTION 45	760
711	155150	ELECTRICIAN SPECIALIST	Y	05/24/04	DISTRICT 61	751

MASTER JOB DESCRIPTION (MJD) LIST

720	155150	ELECTRICIAN SPECIALIST	Y	08/30/04	DISTRICT 07	750
721	155150	ELECTRICIAN SPECIALIST	Y	09/13/04	DISTRICT 04	750
200	109150	ENGINEER 4	Y	01/17/02	SECTION 24	ALL
201	109150	ENGINEER 4	Y	01/05/04	SECTION 28	003
210	107690	ENGINEER INTERN 2	Y	10/25/04	SECTION 33	033 & 034
132	161250	ENGINEERING TECHNICIAN 4	Y	12/06/02	SECTION 22	
133	161250	ENGINEERING TECHNICIAN 4	Y	09/16/02	SECTION 24	
134	161250	ENGINEERING TECHNICIAN 4	Y	09/16/02	SECTION 25	
135	161250	ENGINEERING TECHNICIAN 4	Y	09/15/02	SECTION 30	004, 006, 008, 011, 012, 014, 016, 017
136	161250	ENGINEERING TECHNICIAN 4	Y	09/15/02	SECTION 30	002, 003
137	161250	ENGINEERING TECHNICIAN 4	Y	09/15/02	SECTION 40	004
138	161250	ENGINEERING TECHNICIAN 4	Y	12/06/02	SECTION 40	005
139	161250	ENGINEERING TECHNICIAN 4	Y	01/31/03	SECTION 80	039
121	161250	ENGINEERING TECHNICIAN 4 (BRIDGE INSPECTION)	Y	08/20/02	ALL DISTRICTS	051
122	161250	ENGINEERING TECHNICIAN 4 (CONSTRUCTION INSPECTION)	Y	10/28/05	ALL DISTRICTS	200's
123	161250	ENGINEERING TECHNICIAN 4 (DESIGN AND WATER RESOURCES)	Y	08/20/02	ALL DISTRICTS	170
124	161250	ENGINEERING TECHNICIAN 4 (DISTRICT LAB)	Y	08/20/02	ALL DISTRICTS	150, 151, 152, 153, 154, 155, 156, 157, 158
126	161250	ENGINEERING TECHNICIAN 4 (DISTRICT TRAFFIC ENGINEERING)	Y	08/20/02	ALL DISTRICTS	002, 170
127	161250	ENGINEERING TECHNICIAN 4 (ENTRY LEVEL IS ET2) (ITS)	Y	11/02/05	DISTRICT 03	002
125	161250	ENGINEERING TECHNICIAN 4 (PERMITS& UTILITIES)	Y	10/24/05	ALL DISTRICTS	001, 170, 500
804	131930	GUARD	N	09/21/93	ALL DISTRICTS	
706	128930	HELPER	N	08/24/99	ALL DISTRICTS	

MASTER JOB DESCRIPTION (MJD) LIST

900	163100	IT TECHNICAL SUPPORT SPECIALIST 1	Y	8/22//03	SECTION 45	005
700	128640	MAINTENANCE REPAIRER 2	N	12/08/99	SECTION 59	005
701	128640	MAINTENANCE REPAIRER 2	Y	10/25/04	ALL DISTRICTS	
505	102950	MARINE CHIEF ENGINEER 2	N	05/13/02	DISTRICT 03 SECTIONS 51 & 59	
506	103030	MARINE DECKHAND	N	05/13/02	DISTRICT 07 SECTIONS 51 & 59	
507	143290	MARINE DECKHAND/TOLL COLLECTOR	N	05/13/02	DSTRIC 03, 07, 58 SECTIONS 51 & 59	
513	102980	MARINE ENGINEER 1	N	01/21/03	AGENCY-WIDE	
509	146200	MARINE ENGINEER 3	N	05/13/02	DISTRICT 07 SECTIONS 51 & 59	
510	103110	MARINE MASTER 1	N	05/13/02	DISTRICT 07 SECTIONS 51 & 59	
517	146210	MARINE MASTER 2	N	05/13/02	DISTRICTS 03 & 08	
511	146210	MARINE MASTER 3	N	06/19/02	DISTRICT 07 SECTIONS 51 & 59	
512	103150	MARINE OILER	N	05/13/02	DISTRICTS 03 & 07 SECTION 59	
514	103230	MARINE OPERATOR	N	06/19/02	DISTRICTS 07 & 58 SECTION 51	
515	103310	MARINE TRADES HELPER	N	05/13/02	SECTIONS 51 & 59	
516	103340	MARINE WELDER 1	N	06/19/02	SECTION 51	
707	103420	MOBILE EQUIPMENT BODY REPAIRER	N	08/12/99	ALL DISTRICTS	
814	103360	MOBILE EQUIPMENT MAINTENANCE MECHANIC	Y	10/19/04	DISTRICTS 02, 03, 04, 08, 58 & 62	071
815	103440	MOBILE EQUIPMENT OPERATOR 2	Y	07/03/97	ALL DISTRICTS/ SECTIONS	
816	129340	NAVIGATIONAL LOCK OPERATOR 1	N	10/14/87	DISTRICT 02	
712	130200	PAINTER	Y	09/12/05	ALL DISTRICTS	
713	130200	PAINTER	N	05/20/99	SECTION 51	740
518	130880	POLICE OFFICER 2 / BRIDGE	Y	02/20/94	SECTION 59	004
602	133870	POLICE OFFICER 3	Y	07/08/02	SECTION 44	001
821	165100	PROCUREMENT SPECIALIST 4 (EXEMPT)	Y	06/24/05	SECTION 14	001
910	116710	PROFESSIONAL CHEMIST 3	Y	03/02/04	SECTION 22	050

MASTER JOB DESCRIPTION (MJD) LIST

400	167130	REAL ESTATE SPECIALIST 3	Y	03/03/03	SECTION 23	ALL DISTRICT GANGS
401	167130	REAL ESTATE SPECIALIST 3	Y	03/03/03	SECTION 23	009, 016
403	164130	REAL ESTATE SPECIALIST 3	Y	03/03/03	SECTION 23	008
402	167140	REAL ESTATE SPECIALIST 4	Y	03/03/03	SECTION 23	010, 011
820	155460	ROADSIDE DEVELOPMENT HERBICIDE APPLICATOR	N	12/26/90	ALL DISTRICTS	500'S & 765
708	129770	SIGN FABRICATOR 2	Y	08/27/87	SECTION 45	755
714	129810	TRADES APPRENTICE	N	05/19/87	ALL DISTRICTS	
312	164690	TRANSPORTATION PERMITS SPECIALIST 2	Y	07/28/00	SECTION 43	002
313	164710	TRANSPORTATION PERMITS SPECIALIST 3	N	08/14/00	SECTION 43	002
719	129830	WELDER (TRADES APRENTICE IS ENTRY LEVEL IN TRAINING SERIES)	Y	06/22/98	ALL DISTRICTS	
715	129830	WELDER (TRADES APRENTICE IS ENTRY LEVEL IN TRAINING SERIES)	Y	04/15/88	SECTION 51	720

APPENDIX D

Career Progression Group List

(Revised 3/14/2005)

DOTD CAREER PROGRESSION GROUP LIST

Entry Level	Pay Level	2nd Level	Pay Level	3rd Level	Pay Level	4th Level	Pay Level	Location of Positions
Accountant 1 (160180)	AS 612	Accountant 2 (139350)	AS 613					Section 15-Financial Services Section
Accountant 1 (160180)	AS 612	Accountant 2 (139350)	AS 613	Accountant 3 (139370)	AS 615			SRA (60)only
Accounting Specialist 1 (136950)	AS 608	Accounting Specialist 2 (140470)	AS 610					District & Section Business Offices and CCCD
Administrative Assistant 2 (168010)	AS 607	Administrative Assistant 3 (168020)	AS 609					Section 47-Legal Section (Used to be Legal Secretary 1/2)
Administrative Coordinator 1 (168040)	AS 605	Administrative Coordinator 2 (168050)	AS 607					All Districts and Sections 42 and 45 (Used to be Stock Clerk 1-3)
Administrative Coordinator 1 (168040)	AS 605	Administrative Coordinator 2 (168050)	AS 607					All Districts and CCCD (Used to be Clerk 1-4)
Architect 1 (141790)	TS 310	Architect 2 (141780)	TS 312					Section 55 -Operations
Attorney 1 (160580)	AS 616	Attorney 2 (160590)	AS 618	Attorney 3 (160600)	AS 620			Section 47-Legal Section
Auditor 1 (158520)	AS 613	Auditor 2 (158530)	AS 615	Auditor 3 (158540)	AS 616			Section 31-Audit Section
Bridge Operator 1 (128760)	WS 209	Bridge Operator 2 (128680)	WS 210					All Districts
Budget Analyst 1 (139690)	AS 612	Budget Analyst 2 (139700)	AS 613	Budget Analyst 3 (139730)	AS 615			Section 38-Budget Section
Compliance Programs Specialist 1 (158590)	AS 611	Compliance Programs Spec 2 (158600)	AS 612	Compliance Programs Specialist 3 (158610)	AS 614			Section 37-Compliance Programs Section
Contracts/Grants Reviewer 1 (160200)	AS 611	Contracts/Grants Reviewer 2 (160210)	AS 612	Contracts/Grants Reviewer 3 (166140)	AS 614			Sections 80 & 88
Custodian 1 (100300)	WS 201	Custodian 2 (100270)	WS 203					District 02 & 61
District Sign Specialist 1 (151980)	WS 210	District Sign Specialist 2 (151990)	WS 212					All Districts

(Revised 03/14/2005)

DOTD CAREER PROGRESSION GROUP LIST

DOTD Intermodal Transportation Specialist 1 (159490)	AS 612	DOTD Intermodal Transportation Specialist 2 (123840)	AS 614					Section 81-Public Transportation Section
DOTD Loss Prevention Officer 1 (158310)	AS 611	DOTD Loss Prevention Officer 2 (131140)	AS 612	DOTD Loss Prevention Officer 3 (158290)	AS 614			Section 50-Safety Section
Engineer Intern Applicant or Engineer Intern 1 depending on possession of certification (107680/109160)	TS 310	Engineer Intern 2 (107690)	TS 311	Engineer 3 (109140)	TS 312	Engineer 4 (109150)	TS 314	Various Districts/Sections
Engineering Technician 1 (161000)	TS 302	Engineering Technician 2 (161010)	TS 304	Engineering Technician 3 (161240)	TS 306	Engineering Technician 4 (161250)	TS 308	Various Districts/Sections
Environmental Impact Specialist 1 (141060)	TS 308	Environmental Impact Specialist 2 (141050)	TS 309	Environmental Impact Specialist 3 (141740)	TS 311			Sections 22, 28, & 60-Environmental Section, Materials Lab, and SRA
Flood Insurance Coordinator 1 (125340)	AS 612	Flood Insurance Coordinator 2 (125350)	AS 614					Section 64-Public Works Section
Human Resources Analyst 1 (164330)	AS 611	Human Resources Analyst 2 (164340)	AS 613					HQ and District HR Offices
IT Application Programmer 1 (163000)	TS 307	IT Application Programmer 2 (163010)	TS 309	IT Application Program/Analyst 1 (163020)	TS 310			HQ IT, CCCD, HQ Aviation Section (to TS 310 only)
IT Geographic Asst Support Analyst (163310)	TS 309	IT Geographic Support Analyst (163320)	TS 310					Section 13 & Section 21
IT Office Specialist (163570)	TS 302	IT Office Specialist 2 (163580)	TS 304					Districts 7 & 61
IT Technical Support Analyst 1 (163080)	TS 307	IT Technical Support Analyst 2 (163090)	TS 309					Section 13-PC Tech Rep
IT Technical Support Analyst 1 (163080)	TS 307	IT Technical Support Analyst 2 (163090)	TS 309					Section 45-Telecommunications Positions

(Revised 03/14/2005)

DOTD CAREER PROGRESSION GROUP LIST

IT Technical Support Analyst 1 (163080)	TS 307	IT Technical Support Analyst 2 (163090)	TS 309	IT Technical Support Specialist 1 (163100)	TS 310			Section 45 Telecommunications District Techs Maintenance Division
IT Technical Support Analyst 1 (163080)	TS 307	IT Technical Support Analyst 2 (163090)	TS 309	IT Technical Support Specialist 1 (163100)	TS 310	IT Technical Support Specialist 2 (163110)	TS 312	Section 13-IT Section only
Management Intern (156280)	AS 611	Management Analyst 1 (125850)	AS 612	Management Analyst 2 (125860)	AS 614			HQ
Management Intern (156280)	AS 611	Human Resources Analyst 1 (164330)	AS 612	Human Resources Analyst 2 (164340)	AS 613	Human Resources Analyst 3 (164350)	AS614	HQ - Compensation Unit
Mobile Equipment Operator 1 (103460)	WS-209	Mobile Equipment Operator 2 (103440)	WS-210					All Districts, Traffic Engineer & Services Section, Bridge Maintenance Section, CCCD
Operating Engineer 1 (129430)	WS-211	Operating Engineer 2 (129440)	WS-212					Section 26
Paralegal 1 (165640)	AS 612	Paralegal 2 (113470)	AS 614					Section 47-Legal Section
Park Ranger 1 (115840)	PS-105	Park Ranger 2 (115850)	PS-106					Section 60-Sabine River Authority
Police Officer 1 (133850)	PS-105	Police Officer 2 (133860)	PS-106	Police Officer 3 (133870)	PS-107			Section 44-Weights and Standards Section
Police Officer 1-Bridge (130840)	PS-105	Police Officer 2-Bridge (130880)	PS-106					Crescent City Connection Division
Procurement Specialist 1 (165070)	AS 611	Procurement Specialist 2 (165080)	AS 612	Procurement Specialist 3 (165090)	AS 613	Procurement Specialist 4 Exempt (165100)	AS 614	Section 14-Purchasing Section
Professional Chemist 1 (116690)	TS 308	Professional Chemist 2 (116700)	TS 309	Professional Chemist 3 (116710)	TS 311			Section 22-Materials Lab
Public Information Officer 1 (164820)	AS 611	Public Information Officer 2 (164830)	AS 613	Public Information Officer 3 (164840)	AS 615			Section 01-Public Affairs Section
Real Estate Specialist 1 (appraisal) (167110)	AS 611	Real Estate Specialist 2 (appraisal) (167120)	AS 612	Real Estate Specialist 3 (appraisal) (167130)	AS 614	Real Estate Specialist 4 (appraisal) (167140)	AS 616	Section 23-Real Estate Section
Real Estate Specialist 1 (non-appraisal) (167110)	AS 611	Real Estate Specialist 2 (non-appraisal) (167120)	AS 612	Real Estate Specialist 3 (non-appraisal) (167130)	AS 614			Section 23-Real Estate Section

(Revised 03/14/2005)

DOTD CAREER PROGRESSION GROUP LIST

Roadside Development District Coordinator Trainee (152580)	TS 310	Roadside Development District Coordinator (108620)	TS 311					All Districts
Sign Fabricator 1 (129760)	WS 208	Sign Fabricator 2 (129770)	WS 210					Traffic Engineer & Services Section
Surveyor Intern 1 (151960)	TS 309	Surveyor Intern 2 (158190)	TS 310	Surveyor 3 (141370)	TS 311	Surveyor 4 (166220)	TS 312	Location and Survey Section & Districts
Trades Apprentice (129810)	WS 209	Carpenter (128700)	WS 212	Carpenter Master (128740)	WS 213			District 02
Trades Apprentice (129810)	WS 209	Electrician (128770)	WS 212					All Districts (Electrical Gangs), Traffic Services Section, Crescent City Connection Division, Headquarters Building Maintenance, & Sabine River Authority
Trades Apprentice (129810)	WS 209	Electrician (128770)	WS 212	Electrician Specialist (155150)	WS 213			Select positions in Section 45, District 04, District 07, District 61, and District 62
Trades Apprentice (129810)	WS 209	Maintenance Repairer 1 (128650)	WS 210	Maintenance Repairer 2 (128640)	WS 212			All Districts, Section 44, Sabine River Authority
Trades Apprentice (129810)	WS 209	Mobile Equipment Maintenance Mechanic (103360)	WS 210					All Districts & Section 42
Trades Apprentice (129810)	WS 209	Operating Engineer 1 (129430)	WS 211	Operating Engineer 2 (129440)	WS 212			Section 26
Trades Apprentice (129810)	WS 209	Sheet Metal Worker (129740)	WS 212					Section 45
Trades Apprentice (129810)	WS 209	Welder (129830)	WS 212					All Districts, CCCD & Section 45 & 51
Transportation Permit Specialist 1 (164700)	AS 606	Transportation Permit Specialist 2 (164690)	AS 607					Section 43-Truck Permits Section

APPENDIX E

Related References

RELATED REFERENCES

Access www.dscs.state.la.us (Civil Service Web Site) for:

- **Job Specifications**
- **Pay Plan information**
- **EEO Job Categories & Occupational Groups**
- **General Circulars (1994 to present)**
- **Civil Service Rules**

Access <http://ladotnet> (DOTD Intranet) for:

- **HQ HR's web page, where questions can be submitted. Click on the box labeled "Human Resources."**

HQ HR Compensation Unit Telephone Numbers

- **HR Manager – Vicki Cairns (225) 379-1246**
- **HR Analyst 2 – Sarah Ragona (225) 379-1258**
- **Management Intern – Toby Comeaux (225) 379-1291**

APPENDIX F

Levels of Work and Types of Supervision

Levels of Work and Types of Supervision

LEVELS OF WORK

TRAINEE

This level implies that a minimum of six (to twelve) months of formal classroom training, testing and application is required. The job emphasis is on learning, not doing. Use of “trainee” implies reallocation of an employee’s allocation to the journeyman or full-performance level upon successful completion of training.

ENTRY

Entry level jobs indicate a six to eighteen month period of combined “on-the-job” and classroom training.

BASIC

This level indicates that assigned work is of less complexity and scope than the journeyman or full-performance level. Positions can remain allocated to this level.

JOURNEYMAN OR FULL-PERFORMANCE

Journeyman level jobs indicate that this is the most typical and predominant level of a job series. Positions at this level are assigned the full range and diversity of work.

ADVANCED JOURNEYMAN OR ADVANCED FULL-PERFORMANCE

This level must be contrasted with the journeyman level. Work or quasi-supervisory assignments exceed those of the level below. Generally 10-30% of non-supervisory positions are considered advanced.

QUASI – SUPERVISORY

Positions which exercise leadworker or functional supervision over others on a project-by-project basis.

SUPERVISORY LEVELS

Managerial levels focus on achieving results through other staff. Manager typically spend over 60% of their assignments being on medium range planning & budgeting, efficiency studies, redistribution of multiple units’ workloads and analysis of work flow.

Managers “manage” people, places and things by organizing, policy development, crisis management, identification of trends and determining staff training and certification needs.

Managers

Managers report to high-level officials. Work emphasizes setting objectives, as well as, planning, organizing, actuating and controlling functions and staff. Managers make major recommendations and take actions which have a direct and substantial affect on the agency and the programs served as follows:

Determines program goals and shifts in resources and develops plans or implementation of such goals.

Accounts to upper management concerning the allocation, efficiency usage and status of use of resources.

Coordinates program efforts with other internal work units and/or agencies. Advises higher-level officials of problems involving their unit's relationships to broader programs.

Delegates authority to subordinate supervisors and holds them accountable for accomplishment of goals.

NOTE: Most managers supervise subordinate supervisors. If a position is deemed to warrant "manager" level with few if any subordinates, use the adjective "Staff" after manager to indicate that this is an exception.

Such exceptions usually are made for Management & Finance, HQ consultants or positions managing contractual/consultants or equivalent resources.

In general, use of manager level should be used to indicate a level of organizational control, complexity and responsibility **HIGHER THAN** first-line supervisor.

ADMINISTRATOR

Managers are more concerned with the short-term (6-12 months), while administrators are concerned with major program changes and resource redistribution (section to section). The distinction is often one of percentage of time. Administrators should reflect 60% + of time spent in long range planning, competing against other divisions or offices for budget money, responding to legislative inquiries and complaints, human resources disciplinary/termination problems, and other highest level organizational problems.

Administrators generally are the highest level classified positions in an organization, reporting to an unclassified executive, elected official, Commission or Board. Often, administrators are directly over multiple sections and/or managers.

EXECUTIVE

Executive level positions are almost exclusively unclassified, appointed or elected. They include Department Secretaries, Deputy Secretaries, Under Secretaries, Assistant Secretaries or their equivalents (Vice-Presidents or Directors).

TYPES OF SUPERVISION EXERCISED AND RECEIVED

Terms listed below describe types of supervision exercised and received. Any combination of these terms may apply to an individual job. For example, a job may exercise more than one type of supervision, as well as, receive more than one type of supervision. These terms are generally acceptable; however, you may use more specific words to clarify these job elements.

1. Types of Supervision Exercised: (**NOTE:** Merely reviewing work of another employee does not constitute supervision. Supervisory duties must be a continuous and recurring part of the job. See Supervisory Section under “Levels of Work” caption.)

- a. **DIRECT LINE** – responsibility for production and quality of subordinates’ work; determines work assignments, priorities and procedures; and formally evaluates (or provides major input into the evaluation of) subordinates’ performance.
- b. **STAFF** – formally advises and assists management.
- c. **FUNCTIONAL** – supervises other employees only when they are assigned to assist with the completion of a specific task (function).
- d. **LEAD WORKER** – performs same duties as lower-level employees, but sets pace of work unit. May give informal direction to other workers.
- e. **PROJECT BASIS** – supervises incumbents only while working on a specific project. Usually, assigned workers vary from project to project.
- f. **REGULATORY SUPERVISION** – This is not considered true supervision, but represents those jobs which exist to provide direction, review judgments made by other sections or departments, set standards, policies and procedures, override judgments made by supervisors or managers of functions under their control or exercise similar controls. Examples of “regulatory supervision include auditors, HR, Compliance, etc.

2. Types of Supervision Received:

- a. **Close** – frequent and detailed review of work. Instruction, advice and assistance is readily available.
- b. **General** – instruction, advice and assistance available as needed. Review of work may be frequent but not usually detailed. Emphasis is placed on quality of completed assignments.
- c. **Broad** – instruction, advice and assistance available at request of employee. Review of work is not detailed and usually emphasizes accomplishment of broad work unit objectives rather than specific work assignments.
- d. **Administrative direction** – advice and assistance limited to accomplishment of broad agency objectives and policies.

SUPERVISOR – FIRST LINE

Supervisory positions exercise direct line supervision over normally 3 to 5 subordinates. Although supervisors have responsibility for the actions/activities of their subordinates 100% of the time, the actual supervision of their activities (as opposed to doing the work normally associated with the tasks of subordinates) should be at least 50% of the time.

In addition, no subordinate should be claimed by more than one supervisor as their direct report.

Supervision must include the **THREE MANDATORY** supervisory elements (included in section 5 of SF-3) and at least **FOUR** or more of the **OPTIONAL** elements listed below:

1. (MANDATORY) Responsible for the productivity and quality of the subordinates' work performance.
2. (MANDATORY) Formally Evaluates (or provides major input) subordinates' performance (e.g., Annual Service Ratings, recommends promotions, disciplinary actions, etc.)
3. (MANDATORY) Determines work assignments, priorities, and procedures for subordinates.
4. (OPTIONAL) Resolving technical problems; entails responsibility for counseling subordinates and finding solutions to problems that the subordinates were unable to resolve. (This is not informal advice and assistance, as rendered by a senior staff member, but an officially assigned job responsibility.)
5. (OPTIONAL) Approving annual and sick leave.
6. (OPTIONAL) Interviewing, and recommending for selection, candidates who apply for vacant jobs or employees who apply for promotions in the area supervised.
7. (OPTIONAL) Resolving complaints from subordinates.
8. (OPTIONAL) Training of new employees.
9. (OPTIONAL) Advising on problem resolutions through informal advice and assistance to subordinates.
10. (OPTIONAL) Reporting on work quality and productivity of subordinates; however, without responsibility and accountability for the production and quality of their work.

TYPES OF EMPLOYEES SUPERVISED

INMATES – Can be used as equivalent to classified employees when it is documented that they perform the same duties as classified employees. Counted on a one-for-one basis.

STUDENTS – Are not considered unless they perform duties which equate to those of full-time classified employees. Normally counted on a two- or three-to-one basis, depending on number of hours worked.

CONTRACTUAL – Can be considered if these are used in place of classified employees, (e.g., health service providers, etc.) and then only if the results of their work are reviewed. In cases similar to highway contracting firms, the employees are not considered subordinates.

TEMPORARY – Are not considered subordinates.

CONSULTANTS – Should not be considered subordinates; however, if in a fiscal setting, credit may be given if the supervisor has the responsibility for production, quality, results and scope of the consultant's work.

APPENDIX G

Sample Job Specification

State of Louisiana
Department of Civil Service
H4 SC
4/3/92
102860
MOBILE EQUIPMENT OPERATOR 1--HEAVY

FUNCTION OF WORK:

To operate heavy mobile equipment to accomplish transportation, maintenance, or construction tasks.

LEVEL OF WORK:

Advanced journeyman.

SUPERVISION RECEIVED:

General from a Foreman, or other higher level maintenance, supervisory, or administrative personnel.

SUPERVISION EXERCISED:

Functional over lower graded equipment operators or laboring personnel as needed.

LOCATION OF WORK:

May be used by all agencies, statewide.

JOB DISTINCTIONS:

Differs from Mobile Equipment Operator 2 by the requirement to operate heavier mobile equipment that has more complicated operating and handling characteristics.

Differs from Heavy Mobile Equipment Operator 2 by the restriction that operation of mobile cranes, draglines, pile drivers, or locomotives is only an occasional function of the Heavy Mobile Equipment Operator 1 and does not constitute the primary, regular and recurring function for this job.

EXAMPLES OF WORK:

NOTE: Operation of one or more of the types of equipment enumerated must be the primary, regular and recurring function of the job.

Operates bulldozers, angledozers, front end loaders, and/or backhoes.

Operates excavator or "track hoe".

Operates "Gradall" - graders.

Operates trenching machines.

Operates large self propelled sweepers.

Operates self propelled asphalt distribution (800 gallon or Operates striping truck.

Operates "motor patrol".

Operates Tractor Trailer.

May operate mobile cranes, draglines, piledrivers, or locomotives on an occasional basis.

Verifies, on delivery, that merchandise corresponds with shipping ticket.

May operate auxiliary equipment such as striping machine, rear of asphalt distribution truck, or auxiliary equipment listed for lower graded operators' jobs.

May provide guidance to and oversee work of lower graded operators and laborers.

May be required to operate any equipment enumerated for lower graded equipment operators when necessary to accomplish work objective.

May perform incidental repair and construction tasks such as those listed for Mobile Equipment Operator 2, as required.

Makes minor repairs to equipment and performs user maintenance necessary to keep equipment in clean, good working order.

MINIMUM QUALIFICATIONS:

Two years of experience or training in the operation of mobile equipment.

NOTE:

May be required to possess a valid Louisiana driver's license or commercial driver's license.

APPENDIX H

SF-3 Routing Slip

SF-3 ROUTING SLIP/CHECKLIST

TO:	HUMAN RESOURCES INTERN/ANALYST	STAMP IN DATE:
FROM:		
DISTRICT/ SECTION:		

Article II. DISTRICT ANALYST CHECKLIST

Article III. HQ ANALYST CHECKLIST

- ☐ Signatures and Dates. **MUST HAVE APPOINTING AUTHORITY SIGNATURE!**

☐ If Agency or Employee Appeal, please ensure that incumbent meets the minimum qualifications for the requested title; check box on page 1; and attach two copies of his/her most recent SF-10 to the SF-3.

☐ If included, titles of comparative positions should be same as requested job title.
*Comparative positions are **not** necessary; list these only when appealing to a different allocation and other positions exist which have the same or very similar duties as the position you're appealing.*

☐ Percents total 100%.

☐ Attach Org chart! All positions, even non-supervisory, need section/gang org chart attached. If position is supervisory, item 5 (Supervisory Elements) should be completed and numbers should match org chart. **DO NOT COMPLETE ITEM 5 IF POSITION IS NOT A DIRECT SUPERVISOR!**

☐ Correct position numbers, incumbent names, Civil Service Job Titles, organizational ID, etc.

☐ If position has special requirements (CDL, Supplemental Qualifications, etc.), please complete and attach an SF-3 A.

**If submitting an SF-3 Update, please indicate reasons for update below:
(You may also use this space to provide any other special instructions or comments.)**

[illegible]

APPENDIX I

A Question for HR?

A QUESTION FOR HR

If you do not have access to DOTD's Intranet, but have a question about SF-3's, you may complete this form and mail your question to the following address:

Louisiana Dept. of Trans. & Development
Human Resources Section, Room 300J
ATTN: Compensation Unit
Post Office Box 94245
Baton Rouge, LA 70804-9245

Please print.

My question is:

Name: _____

District/ Section: _____

Title: _____

Date: _____

Please send reply to the following address:
